

DEPARTMENT OF THE ARMY  
Headquarters, U.S. Army Cadet Command  
Fort Monroe, Virginia 23651-5000

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Reserve Officers' Training Corps  
**2004 ROTC LEADER'S TRAINING COURSE: CADRE INFORMATION**

**Purpose.** This circular provides information to cadre (ROTC, 2LT, USAR, IRR, and NG) assigned duties at the 2004 ROTC Leader's Training Course.

**Applicability.** This circular applies to all active and reserve component personnel assigned duties at the 2004 ROTC Leader's Training Course. Familiarize yourself with this document and with the 2004 ROTC Leader's Training Course Cadet Information Circular 145-05-2. For convenience, the terms he, him, and his represent both male and female soldiers. Additionally, the term ROTC Cadre includes Active Component, AGR, MPRI Contractors and TPU augmentation personnel.

**Suggested Improvements.** Send comments and suggested improvements on DA Form 2028, to Commander, Directorate of Training, U.S. Army Cadet Command, ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5000

**Distribution.** For distribution to 2004 ROTC Leader's Training Course cadre from the National Guard, USAR, and Cadet Command.

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## 1. CAMP CONCEPT.

a. The Cadet Command mission is to *commission* the future officer leadership of the US Army and motivate young people to be better citizens. Within that framework the camp mission is ***to conduct a “WorldClass” leadership development experience that qualifies and motivates cadets to enter ROTC and provides the baseline for ROTC’s college leadership education platform.***

b. Leader’s Training Course is the Army’s two-year ROTC program entry point (lateral entry). Through the Leader’s Training Course students without ROTC basic course experience can essentially earn credit for basic course and qualify for advanced course entry. It is often their first exposure to Army life on an active Army installation and one of the few opportunities where cadets and candidates from various parts of the country undergo a common, high-quality training experience.

c. Leader’s Training Course is intentionally stressful and is designed to build individual confidence through the accomplishment of leadership opportunities and tough and demanding training. The days are long with occasional night training and little time off. Squad and platoon level competitions develop collective cohesion (esprit de corps) and emphasize the necessity for teamwork.

d. The training at Leader’s Training Course utilizes small unit tactical training as the vehicle for evaluating officer potential.

e. Leader’s Training Course companies begin training on specific dates as indicated in paragraph 2. Training is organized into separate committees in a tiered structure, allowing each company to follow the same progressive sequence of training, ensuring standardized training and evaluation of all cadets. Training events expose the cadet to adventure activities, basic military skills, leadership development, all of which are essential to enter in to the advanced course.

f. Evaluation is continual and begins shortly after arrival at Leader’s Training Course. The TAC officers and NCOs advise, coach, and, ultimately, render an official evaluation of each cadet’s officer potential.

2. COMPANY CYCLE DATES. The 2004 ROTC Leader’s Training Course will host six cycles. Each cycle is organized as a company. Report and graduation dates are as follows:

| <u>COMPANY</u> | <u>REPORT</u> | <u>GRADUATION</u> |
|----------------|---------------|-------------------|
| 1              | 1 June        | 29 June           |
| 2              | 5 June        | 3 July            |
| 3              | 10 June       | 8 July            |
| 4              | 16 June       | 14 July           |
| 5              | 20 June       | 18 July           |
| 6              | 25 June       | 23 July           |

## 3. SUPPORT UNITS.

United States Army Armor Center and Fort Knox, TRADOC, FORSCOM and RC units from across the nation provide the bulk of camp support.

## 4. TRAINING.

Leader’s Training Course is 28 days long and incorporates a wide range of subjects designed to develop and evaluate leadership ability. The challenges are rigorous and demanding, both mentally and physically, and will test intelligence, common sense, ingenuity, and stamina. These challenges provide a new perspective on an individual’s ability to perform exacting tasks and to make difficult decisions in demanding situations.

## 5. REPORTING/IN-PROCESSING CAMP.

## a. DIRECTIONS TO FORT KNOX.

Strip maps showing highway access to the Fort Knox ROTC Leader’s Training Course area are at Appendix A. Fort Knox exits are off US 31W that is best accessed from I-65, I-265 or WKY Parkway. From US 31W, take the Fort Knox, Chaffee Road, exit. All cadre must report to New Garden Tower for initial in processing. You will see the sign and building as you exit 31W onto the ramp.

Have your military or government ID card, vehicle registration and proof of insurance available for presentation at the gate if requested.

b. AIRPORT INFORMATION.

Commercial airline flights to the Fort Knox area arrive at the Louisville International Airport, located approximately 35 miles north of Fort Knox. **Signs are posted in the terminal to direct you. Claim your baggage upon arrival, and then check in at the Fort Knox Reception Area and USO or information desk to arrange transportation to Fort Knox. Taxi/shuttle service to Fort Knox will cost approximately \$25 and is reimbursable upon settlement of travel.**

c. TRAIN/BUS INFORMATION. We recommend cadre not use these modes of transportation.

d. REPORTING/IN-PROCESSING.

(1) All cadre will report to Newgarden Towers, 4770 Dixie Hwy, NET 0800 and NLT 1630 on the reporting date directed in your orders. Personnel reporting after 1630 hours will still go to New Garden. The desk associate has a list of soldiers who are to report daily and will be able to direct you to your room or hotel if appropriate.

(a) During duty hours, as above, all 2LTs, Cadet Command, and USAR soldiers, to include IRR, report to the Leader's Training Course personnel located in room 108 of New Garden Tower for accountability, inprocessing, and billeting. You may report for inprocessing in civilian attire. Upon inprocessing, all camp cadre will be weighed and measured. Those not meeting height/weight and body fat standards will be reported to their brigade commander. **If you have a profile, bring a copy of it with you to in-process.** Soldiers reporting with physical disabilities that may hinder their performance at Leader's Training Course will be reassigned within Leader's Training Course.

(b) USAR Cadre and Support Soldiers will be sent to the Coordination and Support Headquarters (CSHQ), Building 6539, Fort Knox, ph. (502) 624-1444/1420, or the External Unit

Support Section (EUSS), ph.(502) 624-3137.  
Request cadre report NLT 1630 hrs.

(2) **DO NOT REPORT EARLY!** If you do, you will be billeted off post at you're own cost, regardless of rank. **Exception:** 1-day early arrivals authorized for personnel traveling from Guam, Hawaii, Puerto Rico, and American Samoa.

6. BILLETING.

a. **Billeting Office, ROTC Inprocessing, (502) 943-1108 Newgarden Tower; Leader's Training Course TOC, Bldg 7096, (502) 624-3925/1935.**

b. The majority of cadre billeting is off post at contracted hotels.

c. Do not contact Newgarden Tower or local hotels for billeting desires. All Leader's Training Course billeting has been coordinated in advance. Do not try to get creative with your room assignments after you arrive. After getting the Billeting NCOIC's authorization, staff and committee NCOIC's are authorized to move personnel within rooms assigned to their committee only. See your committee NCOIC if you are unhappy with your room assignment.

d. **CONCEPT.** The primary consideration in assigning cadre billets is to support accomplishment of the camp mission. Billet area/location priority is to the Companies, Committees, and Staff respectively, regardless of rank.

(1) Company Cadre are billeted together and as close to the cadets as possible. Committee Cadre are billeted with their respective committees and as close to their training sites as possible. Cadre serving on the Camp Staff are billeted in remaining available beds.

(2). Due to funding constraints and room availability, all 2LTs and junior NCO's will double up in rooms. Rooms have already been reserved by male/female categories. Campus cadre should inform 2LT's who are TDY enroute to OBC that hotel rooms they are staying in are not dorm rooms. Cadre must be conscious of

minimizing personal gear due to the limited square footage and closet space available in each hotel room. Cadre exceeding reasonable amounts of clothing and personal gear will have those items removed and placed into a storage unit at the cadre members' expense.

(3) Any room assignment discrepancies need to be brought to the attention of ROTC inprocessing immediately.

e. **PETS. Do not bring pets!** Pets are not allowed in billeting facilities. If you insist on bringing them, you must board them somewhere else at your expense.

#### f. GETTING YOUR ROOM.

(1) Early Arrivals. If you arrive earlier than the report date on your orders, you must arrange your own billeting at your own expense. Early arrivals, except those approved by the Camp Commander, will not be reimbursed for this lodging or for per diem (above and beyond travel allowances IAW the JFTR).

(2) Late Arrivals. Late arrivals must be approved by the LTC Commander through the G3. Those personnel arriving late will be considered AWOL, and the LTC Commander will be notified. If you know you will arrive later than indicated on your orders and the TDA, notify ROTC inprocessing, (numbers listed in paragraph 6.a. above) as soon as possible and the billeting office will try to hold your room. Let the billeting officer know when you expect to arrive.

g. **FAMILY MEMBER BILLETING.** We recommend that cadre members do not bring family members to camp. The long hours and mission preclude much time away from the camp area. Someone who brings family members to camp must make personal arrangements for accommodations. Transient housing facilities are allocated on a space available basis, but personnel in a PCS status use these heavily during the summer months. You may not billet family members in BOQs or BEQs. You will receive family separation allowance Type II in accordance with DOD Military Pay Manual, paragraph 30312b, if you

are away from family members for more than 30-days during camp.

h. **OFF-POST RENTALS.** Several agencies rent furnished apartments on a month-to-month basis. A list of rentals is available from the post housing office. Headquarters, Second Region (ROTC), will not participate as an agent, liaison element, or assist in any other manner. Requests for information and arrangements are solely between the tenant and the agency/renter. There will be no reimbursement if you choose to reside off-post at other than contracted hotels. If you choose to do this, notify the ROTC billeting officer of your off-post arrangements, so a room is not reserved for you.

i. **EXTENSIONS.** If you have to extend beyond your planned departure date on the TDA, notify your chain of command who will work with the Camp G4 to ensure your room reservation is extended.

j. **STATEMENT of NON-AVAILABILITY.** Cadre billeted off-post will receive a statement of non-availability when out-processing G4 Billeting. If you owe hotels money for personal expenses such as long distance phone calls, you will not be given this statement of non-availability until those expenses are paid.

### 7. DEPARTURE FROM CAMP.

#### a. CAMP COMPLETION.

(1) The Camp Commander or designated representative will release you from your assigned section upon completion of duties, or direct your reassignment within camp. You will be notified in advance if reassignment is projected.

(2) All Reserve Component soldiers will outprocess through the CSHQ and ROTC IAW the Leader's Training Course SOP. Those in an ADSW status will ensure an OER/NCOER is completed prior to departure.

(3) **2LT Outprocessing.** Outprocessing will be conducted IAW SOP. Additionally 2LTs will be required, up to 3 days prior to your departure,

to complete your TDY settlement and other paperwork.

#### 8. APPEARANCE/EQUIPMENT.

a. **UNIFORMS.** The duty uniform is the Battle Dress Uniform (BDU) with subdued rank, branch insignia for officers, appropriate patches, and the name and US Army tapes. While wearing BDUs, you may not enter off-post establishments where the basic means of revenue is the sale of alcoholic beverages. You may not consume alcoholic beverages in off-post establishments while wearing BDUs. Closet space in hotel rooms is minimal so limit yourself appropriately. If the cleaning service in the hotels is unable to clean your room due to excess baggage, you will be asked to store or ship those items at your expense.

#### b. EQUIPMENT.

(1) **COMPANY AND COMMITTEE.** All cadre assigned to a committee or a company MUST report to camp with the following TA-50 items. Committee Chiefs may require additional items for their cadre.

| <b><u>ITEM</u></b>                   | <b><u>QUANTITY</u></b> |
|--------------------------------------|------------------------|
| Band Helmet Camo                     | 1                      |
| Belt Ind Equipment, LBE              | 1                      |
| Canteen water, 1 QT                  | 2                      |
| Case Field First Aid                 | 1                      |
| Case Small Arms                      | 2                      |
| Cover Canteen, 1 QT                  | 2                      |
| Cup, water Canteen                   | 1                      |
| Suspenders Fld Pack, LBE             | 1                      |
| Sweatband Helmet                     | 1                      |
| Helmet, Kevlar                       | 1                      |
| Cover, Helmet Camo                   | 1                      |
| Seasonal wet weather gear (complete) | 1                      |
| PFU or IPFU                          | 3                      |
| Class A Uniform, complete            | 1                      |

(2) **CAMP STAFF.** All cadre assigned to camp staff must bring a complete Class A uniform and PT uniforms, PFU or IPFU.

(3) The 2004 ROTC Leader's Training Course will host an Educators' Visit 24-27 June. During camp, if you are selected as an escort for the Educators' Dinner, you must wear your

Army Class A uniform. The BDU is the duty uniform during all other Educators' Visit events.

(4) All cadre will bring to camp the Army physical fitness uniform (PFU) (T-shirt and trunks), or the improved physical fitness uniform (IPFU). Black or gray spandex shorts may be worn with the PFU and IPFU. Additionally, while running on Fort Knox, individuals are required to wear a reflective belt regardless of the time of day.

9. **PHYSICAL CONDITIONING.** Staff and cadre will be in good physical condition, able to meet weight standards and ready to participate in a rigorous physical fitness program while at camp.

#### 10. DINING.

a. **GENERAL.** The commander and all leaders are responsible for affording personnel the opportunity to consume meals in government facilities.

b. **PAYMENT.** Dining facility charges are at an ala carte rate. A typical cost per meal is:

|           |                |
|-----------|----------------|
| Breakfast | \$1.60         |
| Lunch     | \$3.25         |
| Dinner    | \$3.25         |
| Total     | \$8.10 per day |

c. **DINING FACILITIES.** Personnel TDY to Leader's Training Course may subsist in authorized dining facilities or have meals brought to the field-training site by their committee. In accordance with the Camp Commander's directive, there will be no missed meals payable at Leader's Training Course. Committee Chiefs must ensure all their committee members have the opportunity to consume meals.

#### 11. ADMINISTRATION.

a. **MEDICAL AND DENTAL.** Fort Knox has emergency/sick call medical and dental services available to cadre during camp.

b. **EASTERN REGION CADRE ONLY.** Review your personnel records at the Personnel Service Center, bldg. 5101. A dental

appointment may be made at Jordan Dental Clinic, 624-7314. HIV tests are required every two years; if your last test is 2001 or older, plan to have your HIV test done while you are at camp. Contact the Reception Medical Processing, bldg **6588, 624-6646**, M-F 1300-1500.

c. MAIL DELIVERY. The Camp Mail Room provides mail delivery to your assigned unit or section. Advise your correspondents of the complete address as follows:

SSG JOHN E. DOE  
Leader's Training Course ROTC  
(Company or Staff Section)  
Fort Knox, Kentucky 40121-5610

Include your return address on all outgoing mail. Official envelopes cannot be used for personal mail.

d. OFFICIAL DIGITAL PHOTOGRAPH. We encourage you to have a current photograph taken while here. The photo lab is open Mon-Fri (except the last working day of the month) from 0745-1130. You do not need to make an appointment. **Bring** your Army Class A uniform with you and change at the photo lab. Pictures are ready for pick-up within 7 days.

e. MILITARY INSTITUTIONAL REPRESENTATIVE. Military Institutional Representatives (MIR) are ROTC cadre from each school and represent their cadets at Leader's Training Course. The MIR does not have to be the senior person, and if a school does not have cadre at camp, an individual from another school, brigade, or their region liaison team will represent their cadets. All MIRs will report to the respective Region LNOs during inprocessing. MIRs will participate in the 24-27 June Educators' Visit.

f. Cadet Command cadre from other than Second Region will be attached to Second Region for UCMJ and award authority during the period specified in their travel orders. Cadet Command Resource Management will provide exact wording for the orders.

12. PASSES. Company TAC officers, staff section heads, and training committee chiefs may authorize regular passes during the period of TDY without interruption of per diem payments. Colonels in the cadre chain are the approving authority for leave when required.

13. PAY.

a. GENERAL. Financial records will remain at their current location and regular monthly payments under Joint Service Software (JSS) will continue. Soldier may access their pay information on line through DFAS myPay website (formerly EMSS). You will receive an information paper on this system during inprocessing.

b. LEADER'S TRAINING COURSE CADRE PER DIEM ENTITLEMENTS. Government meals are directed; quarters are contracted. Per diem entitlement is \$11.10 per day (\$8.10 meals, \$3.00 incidentals), \$21.00 per day if authorized off-post lodging.

c. POV TRAVEL ENTITLEMENTS. All cadre POV travel is IAW Cadet Command **FY 2004** ROTC Camps Budget SOP.

d. COMMERCIAL AIR TRAVEL ENTITLEMENT. Same as POV travel

e. TRAVEL PAY. All individuals must have a government credit card except 2LTs.

f. 2LT PAY.

(1) **2LT FINANCE IN PROCESSING.** As part of inprocessing, 2LTs will complete all finance paperwork for accession into the pay system. The 2LT Finance In-Processing packet at Appendix B, includes a checklist of all required forms and documents. Accurate and timely completion and forwarding of the in-processing packet will facilitate prompt payment to the 2LT. **2LTs will express mail the completed packets to Eastern Region, ATOE-PA, by 1 May 2004, and hand-carry a copy.** 2LTs must also hand-carry their 201 file and medical documents as well as a copy of DA Form 71. 2LTs should expect to receive their first paycheck approximately 4 weeks after reporting

to camp. Leave and earnings statements will be provided at camp for all active component 2LTs.

(2) 2LT POV ENTITLEMENTS. 2LTs are authorized to drive POVs with travel time in accordance with orders. Mileage reimbursement is \$.15 per mile plus a per diem of \$50.00 per day. Travel vouchers will be started during inprocessing. However, vouchers will be completed and submitted once LTs arrive at initial duty station.

(3) ADVANCES FOR 2LTs. A one-time **\$1200** advance will be given to all 2LTs upon arrival and entry into the pay system. Therefore, it will take approximately 3 to 7 workdays after reporting to receive an advance pay. The advance pay will be remitted by direct deposit to your bank account and will be collected over the next twelve months.

#### 14. MWR.

a. LAUNDRY. Commercial laundries, which provide fast service, are available at your own expense. Many BOQ/BEQs have washers and dryers installed. Additionally, laundromats are available both on post and in nearby communities. Personnel who will be TDY in excess of seven days are authorized \$2.00/day for cleaning of BDUs. You must turn in receipts with your Travel Voucher (DD Form 1351-2).

b. POSTAL. Complete postal services are available at the main Fort Knox Post Office.

c. RELIGIOUS SERVICES. Fort Knox and Leader's Training Course Chaplains will conduct services for various faiths each week in the camp and post chapels. The Camp Chaplain's Office will publish a church service schedule. Due to the training environment, chaplains will often conduct religious services in the field.

d. RECREATION. Fort Knox has on-post theaters, bowling lanes, service clubs, libraries, craft shops, tennis courts, swimming pools, gymnasiums, and two 18-hole golf courses. Additionally, there are fishing and boating facilities. These facilities are available to you upon presentation of proper identification and payment of fees, where applicable. If you plan to

participate in athletics and recreation programs, bring personal equipment such as fishing gear, golf clubs, and tennis rackets. You must comply with all regulations concerning licenses and safety. Boat rentals require boat safety certification. Golfers may join the golf club at a reduced rate for their length of stay at Fort Knox.

e. OFFICER/NCO CLUBS. The Leaders and Rocker II Clubs offer both casual and formal atmospheres. The clubs permit the duty uniform or casual civilian clothes. To cash checks at the clubs, you must have your military ID card.

#### 15. PRIVATELY OWNED VEHICLES.

a. GENERAL. **Fort Knox is no longer an open post. You can expect random vehicle inspections. To enter Fort Knox you must present a government identification card. After you in process at New Garden Tower, go to Vehicle Registration located in the MP station, bldg 204, to obtain a Fort Knox registration stamp on you LTC TDY orders. Your stamped TDY orders and your government identification card are sufficient for entry onto Fort Knox in the event that Fort Knox elevates its' threat posture.**

b. OPERATING A POV. To legally operate a motor vehicle in Kentucky, you must have current proof of insurance for the state in which the vehicle is registered, valid state registration and a valid driver's license.

c. MOPEDS. The Kentucky State Motor Vehicle Laws prohibit the operation of MOPEDS on freeways within the state. A MOPED is any motor driven cycle under five horsepower with less than four wheels.

d. MOTORCYCLES. The following requirements apply to soldiers while operating a motorcycle on the installation. Driver must have attended a DOD sponsored motorcycle safety course. Driver and passenger must wear protective equipment. This includes approved helmet, eye protection (shatter-resistant glasses, goggles, or face shield); gloves, long legged pants, long sleeved shirt or jacket, leather boots or shoes, and high visibility reflectorized overgarments (reflective vest). Helmets are not required for driving off post.

## 16. VEHICLE LICENSES.

a. **INCIDENTAL OPERATOR'S PERMIT.**

All ROTC cadre participating in Leader's Training Course should possess a valid state driver's license. The government is essentially a self-insurer, but should the GSA vehicle be damaged as a result of misconduct or negligence, the government may seek reimbursement through a Report of Survey. (ROS). Some private insurance companies carry a provision that covers the insured for damages to GSA or other government vehicles. This provision protects the insured when found liable for damages by ROS. Recommend individuals that will operate GSA vehicles during summer camp contact their insurance agent about this coverage.

b. Operation of administrative use vehicles under one ton requires only a valid state operator's permit.

c. TMP vehicles are dispatched weekly; redispatching is required. In addition to the TMP dispatch, an internal operator control log and operator maintenance record will be maintained by each staff section, committee and company. These documents will be used to monitor operator usage and maintenance throughout camp. The internal operator control log will be collected at each weekly redispatching.

d. ROTC TMP is open from 0900-1700 hours. An ROTC transportation coordinator is assigned to G4 throughout camp and is your POC for vehicle questions or problems. Additional vehicle information can be found in the Camp SOP.

## 17. SAFETY.

a. **ACCIDENT PREVENTION.** Remember your responsibility to prevent accidents. Safety is a leadership responsibility and you are equally responsible for ensuring that training areas and equipment are used safely. Common sense, close supervision, and emphasis on safety will help reduce the chance of injuries.

b. **MEDICAL HAZARDS.** Dehydration, insect bites/stings, allergies, reactions to poisonous plants, and heat exhaustion are just a few of the health problems you may encounter. If you have known medical problems, provide appropriate information to medical personnel.

c. **APPLIANCES.** Do not bring coffee makers, hot plates, or other similar heat-producing appliances for use in sleeping quarters. You may bring a microwave oven for the billets.

d. **HEARING CONSERVATION.** Earplugs are required whenever hazardous noise levels are known or suspected (i.e., firing ranges, and areas where hazardous noise level signs are posted).

18. **TOBACCO CONTROL PLAN.** Army policies permit smoking in designated areas only. There will be no smoking or use of any tobacco product around cadets or on the committee sites during training. There is no smoking or use of tobacco products in buildings used as offices, workplaces, or in billets.

## 19. SECURITY OF PERSONAL PROPERTY.

a. **WEAPONS.** DO NOT bring weapons or ammunition of any type to camp. No knives with blades over 3 inches in length are permitted.

b. **PERSONAL PROPERTY.** You are responsible for the security of your personal property. We strongly recommend that you do not bring large amounts of money, jewelry, or any unnecessary high dollar value items.

20. **CADET/CADRE AND CADET/CADET RELATIONSHIPS.** It is the responsibility of each Leader's Training Course cadre member to understand the components of sexual harassment, improper relationships, and fraternization between cadre members, between cadre and cadets or between cadets and other cadets, and to maintain the highest standards of honesty, impartiality and conduct to ensure the proper performance of our Leader's Training Course mission. Inappropriate behavior will not be tolerated and will be dealt with expeditiously and personally by the Camp Commander.

a. Cadre will address cadets as "Cadet" e.g., "Cadet Johnson, report to the orderly room."

**b. SEXUAL HARASSMENT.**

(1) Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, when any of the following occurs:

(a) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

(b) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

(c) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

(d) When a person in a supervisory or command position, uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay, or job of another soldier, civilian, or cadet is engaging in sexual harassment.

(e) When a person makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

**c. IMPROPER RELATIONSHIPS BETWEEN MEMBERS OF DIFFERENT RANKS.**

The regulatory restriction found in AR 600-20 prohibits relationships between members of different rank that involve or give the appearance of partiality, preferential treatment, or the improper use of rank or positions for personal gain which are prejudicial to good order, discipline, and morale. This is especially true of the superior-subordinate relationship that exists between cadets and cadre at Leader's Training Course. Personal and romantic relationships between cadets and cadre are perceived by all as a cause for partiality and preferential treatment, are invariably the source of embarrassment to this Command, and are

therefore, strictly prohibited. All cadre members will conduct themselves in a manner that cannot be misinterpreted by cadets or others.

**d. REPORTING OFFENSES.** The Company TAC Staff will discuss the topics of sexual harassment and improper relationships with their cadet companies. Committee Chiefs will discuss these topics with their cadre, direct support, and Reserve Component personnel. Individuals who have been subjected to sexual harassment or improper advances should be advised to report it to their Chain of Command, or if that is not possible, to take the matter to the Inspector General. **Cadre with knowledge of sexual activity between cadets in the barracks or field environment are obligated to report such activity to the Camp Chain of Command or to the Inspector General.**

**21. RESPONSIBLE BEHAVIOR.**

a. Cadre behavior will always be above reproach, on and off duty. Areas of particular concern are:

(1) Responsible consumption of alcohol.

(2) Compliance with Kentucky State strict drunk driving laws - .08% legal limit.

(3) Avoidance of off limit facilities as designated by Fort Knox.

b. Compliance with restriction/limitations placed on the use of government owned or leased vehicles.

**22. LOCATION/AVAILABILITY OF CAMP INSPECTOR GENERAL (IG).** The Camp IG serves as an extension of the Camp Commander's eyes, ears, voice, and conscience. The IG provides service to all Leader's Training Course cadre and cadets. The IG is available on a walk-in basis during the published hours or by appointment for assistance with complaints and redress of grievances without fear of reprisal. Procedures for IG visitations are established in the Leader's Training Course SOP. The Camp IG is located in Bldg. 203. The IG's telephone numbers are (502) 624-7947 or 5428.



## APPENDIX A – DIRECTIONS TO FORT KNOX

You may also go to this website to download a map: [http://www.knox.army.mil/directions\\_-\\_louisville.stm](http://www.knox.army.mil/directions_-_louisville.stm)

## Louisville International Airport (SDF) to Fort Knox

| Directions  | Distance             |
|---|----------------------|
| 1: Start out going Northeast on FREEDOM WAY.  | 0.5 miles (0.8 km)   |
| 2: Take the I-264 WEST/WATTERSON EXPRESSWAY ramp.                                       | 1.0 miles (1.6 km)   |
| 3: Merge onto I-264 W.  | 3.4 miles (5.4 km)   |
| 4: Take the US-31W SOUTH/US-60 WEST exit, exit number 8A, on the left towards FT. KNOX. | 0.3 miles (0.5 km)   |
| 5: Merge onto US-31W S.   | 23.6 miles (38.0 km) |
| 6: Take the CHAFFEE AVE ramp towards FT KNOX/MAIN ENTRANCE.                             | 0.2 miles (0.3 km)   |
| 7: Merge onto CHAFFEE AVE.  | 0.2 miles (0.3 km)   |

There are 1.19 miles (1.91 km) between the end of the directions and 40121. Use local roads to get to 40121.

**Total Distance:** 29.2 miles (47.0 km)

**Total Estimated Time:** 52 minutes



APPENDIX B – 2LT FINANCE IN-PROCESSING

# LEADER'S TRAINING COURSE



## 2LT IN-PROCESSING

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1 January 2003

Cdt Cmd Cir 145-05-3



REPLY TO  
ATTENTION  
OF

## DEPARTMENT OF THE ARMY

HEADQUARTERS, EASTERN REGION  
UNITED STATES ARMY CADET COMMAND  
FORT KNOX, KENTUCKY 40121-5610

ATOE-PA

**S: 1 May 2004**

21 January 2004

MEMORANDUM FOR Camp Second Lieutenants

SUBJECT: ROTC Leader's Training Course Duty for Second Lieutenants

1. Attached is information pertaining to the in-processing of Second Lieutenants selected to serve as cadre for the 2004 ROTC Leader's Training Course.
2. Ensure your Lieutenants scheduled for camp duty receive a copy of the attached memorandum. Additionally, assist them in obtaining, completing and forwarding the forms to HQ, Eastern Region, ATTN: ATOE-PA (Leader's Training Course 2LT In-processing), Bldg 203 Old Ironsides, Fort Knox, KY 40121-5610, NLT the above suspense date.
3. POC at Headquarters, Personnel and Administration Division is CPT Bellard at (502) 624-4115, DSN 464-4115 or e-mail bellardr@knox-rotc.army.mil.

FOR THE COMMANDER:

STEPHEN A. SCHAFER  
GS-11  
Adjutant General

CF:  
Ea Bde Cdr

1 January 2003

Cdt Cmd Cir 145-05-3



REPLY TO  
ATTENTION  
OF

## DEPARTMENT OF THE ARMY

HEADQUARTERS, EASTERN REGION  
UNITED STATES ARMY CADET COMMAND  
FORT KNOX, KENTUCKY 40121-5610

ATOE-PA

S: 1 May 2004  
21 January 2004

MEMORANDUM FOR Camp Second Lieutenants

SUBJECT: ROTC Leader's Training Course

1. Congratulations! You have been selected to serve as cadre at the 2004 ROTC Leader's Training Course. You are scheduled to report to camp in accordance with the orders you will receive from HQ, Cadet Command. Your actual camp duty assignment will be sent to you at a later date. **You are not authorized to report early.**

2. Procedures for In-processing.

a. Work closely with your battalion to ensure you can be correctly in-processed into the Army. The checklist of the required forms are available at your school or thru the Headquarters, Eastern Region website <http://www.usaac.army.mil/cc/east>. Be extremely careful in completing these forms to ensure they are accurate and complete. The forms should be completed without errors or strikeouts.

b. Your battalion must mail original forms listed in the **In-processing Checklist** of this Appendix to arrive at LTC no later than 1 May 2004 to:

HQ, Eastern Region  
ATTN: ATOE-PA (Leader's Training Course 2LT In-processing)  
Bldg 203 Old Ironsides  
Fort Knox, KY 40121-5610

**You will hand carry copies of all forms listed in the In-processing Checklist of this Appendix with you to LTC.**

c. Ensure you provide a telephone number, fax number and e-mail address where you can be contacted if any questions arise.

NOTE: Once you have submitted an SF 1199A (Direct Deposit Sign-Up Form) or FMS 2231 (Fast Start) with a voided check, DO NOT CLOSE THAT ACCOUNT.

ATOE-PA

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1 January 2003

Cdt Cmd Cir 145-05-3

SUBJECT: ROTC Leader's Training Course Duty

3. Reporting to Camp.

a. Report to New Garden Tower, Bldg 4770, Dixie Hwy, between 0800 and 1630 to weigh in and receive your room assignment. You may report in civilian attire but if you exceed the screening weight and need to be taped, you will be required to change into PT Uniform. If you arrive after normal duty hours, still report to New Garden Tower. The desk associate will direct you to the appropriate room or hotel and provide you with information on when and where to report the following day.

b. Ensure you hand carry copies of all forms listed in the In-processing Checklist of this Appendix with you to the Leader's Training Course.

**Your battalion must mail the original forms to arrive at LTC no later than 1 May 2004 to.**

c. Ensure your medical documents (minus the dental exam -panograph), commissioning physical and shot record are included in the pseudo 201 file that your Battalion prepares for you. If you received a panograph it will be forwarded to your OBC site by your battalion. DNA testing done during the Leader's Training Course has replaced the panograph requirement.

d. Do not hand carry your OMPF to camp. Your Battalion will forward it to the appropriate agency in accordance with directions from HQ, Cadet Command.

4. Pay Entitlements. **Based on the Army's pay cycle, it may take 2 – 4 weeks after you in-process Finance before you receive your first payment.** All Lieutenants will request an Advance Pay of \$1200 on the day you in-process to offset initial costs until you receive your initial pay. This advance will be collected out of your paycheck over the next 12 months.

5. Point of Contact. POC at Headquarters, Personnel and Administration Division is the undersigned at (502) 624-4115, DSN 464-4115 or e-mail bellardr@knox-rotc.army.mil.

Encls

1. Request for Advance Pay
2. Uniform Clothing Allowance

RAMONA L. B. BELLARD  
CPT, AG  
Plans Officer

---

**Cdt Cmd Cir 145-05-3**

**NAME:** \_\_\_\_\_ **SSAN:** \_\_\_\_\_ **RANK:** \_\_\_\_\_  
(Print)

**( ) I do not elect to receive an advance pay.**

**(Signature and Date)**

#####  
\$\$\$

**THIS FORM IS ONLY APPLICABLE TO THOSE SOLDIERS WHO  
HAVE NOT YET BEEN PAID AS A 2LT!**

**Jan 04**

## DATA REQUIRED BY THE PRIVACY ACT 1974

1. Authority: Section 3687, Title 10, U.S. Code
2. Principal Purpose(s): Provides a basis for reimbursement of an individual's uniform allowance upon entry on active duty.
3. Routine Use: Establishment of individual's entitlement to the allowance and ultimately to pay him/her this entitlement.
4. Mandatory or voluntary disclosure and effect on the individual not providing information: Mandatory. Noncompliance may result in delay or denial of payment of uniform allowance.

| UNIFORM ALLOWANCE STATEMENT   |  |   |
|---|--|---|
| <b>INSTRUCTIONS:</b> Read the statement on the reverse side carefully. Enter complete information in the section(s) below. This is the basis for your claim. Type or print clearly. Sign all copies and submit in quadruplicate to Finance.   |  |   |
| I request reimbursement for uniform allowance as provided in Chapter XXX, DODFMR Volume 7A. Specifically: (Check the block on which entitlement is based.)  |  |   |
| Initial Uniform Allowance – Completion of<br>14 days AD or ADT<br><br>Active Duty Uniform Allowance   | Initial Uniform Allowance<br>AD in excess of 90 days                   |   |
| <b>SECTION I – INITIAL UNIFORM ALLOWANCE – Completion of 14 days AD or ADT</b><br><br>Enter inclusive dates during which not less than 14 days of AD or ADT were performed:<br><br><div style="display: flex; justify-content: space-around;"> <span>From:</span> <span>To:</span> </div> |  |   |
| <b>SECTION II – INITIAL UNIFORM ALLOWANCE – AD in excess of 90 days</b>   |  |   |
| 1. Status immediately prior to entry on active duty:  |  |   |
| 2. Date of final type physical examination:   |  |   |
| 3. Date reported for AD in excess of 90 days:   |  |   |
| 4. Cite complete authority (Issuing HQ, date of orders, etc):   |  |   |
| <b>SECTION III – ACTIVE DUTY UNIFORM ALLOWANCE</b>  |  |   |
| 1. Date of final type physical examination  | 2. Date reported for AD for an indefinite period in excess of 90 days: | 3. Cite complete authority (Issuing HQ, date of orders, etc): |
| Signature   |  | Date  |
| Printed Name  |  | SSN   |

**SECTION I - INITIAL UNIFORM ALLOWANCE - Completion of 14 days AD or ADT**

1. I have not received an initial uniform allowance in any amount as an officer under the provisions of any law other than the Armed Forces Reserve Act of 1952.
2. I have not heretofore applied for, except as explained below, nor received an initial uniform allowance as an officer of the National Guard of the United States Army Reserve, or Army of the United States without component under the Armed Forces Reserve Act of 1952.
3. The tour of active duty or active duty for training on which this claim is based required the wearing of a uniform, which I have in my possession.
4. I have not served as a Regular Officer of the Armed Forces of the United States within the 2 year period immediately prior to the performance of the duty on which this claim is based.
5. I have completed as an officer of a reserve component not less than 14 days of active duty or active duty for training as set forth on the front of this form.
6. \*\*I (did/did not) receive an issue of uniforms in kind as a commissioned officer of the Women's Army Auxiliary Corps, or Army Nurse Corps, or as a physical therapist or dietitian commissioned in the Army of the US without component.

**SECTION II - INITIAL UNIFORM ALLOWANCE - Active duty in excess of 90 days**

1. I have not received an initial uniform allowance in any amount as an officer under the provisions of any law other than the Armed Forces Reserve Act of 1952.
2. I have not heretofore applied for, except as explained below, nor received an initial uniform allowance as an officer of the NG of the United States, Army Res, or Army of the United States without component under the Armed Forces Reserve act.
3. The tour of duty or active duty for training on which this claim is based required the wearing of a uniform which I have in my possession.
4. I have not served as a Regular Officer of the Armed Forces of the United States within the 2 year period prior to reporting for my current tour of AD or, having entered on my current tour of Active Duty within the 2 year period following separation as an officer from a Regular Component, I continued on such duty beyond the expiration of the 2 year period and had more than 90 days to serve.
5. Immediately prior to entering on AD as an officer, my status was as indicated on the front of this form.
6. I reported for AD as stated on the front of this form.
7. I successfully passed a physical as stated on the front of this form.

**SECTION III - ACTIVE DUTY UNIFORM ALLOWANCE**

1. I reported for active duty or active duty for training for a period in excess of 90 days or actually performed duty in excess of 90 days after reporting for an indefinite period, as stated on the front of this form.
2. I have not received an initial uniform allowance in excess of \$200.00 during my current tour of AD or within a period of 2 years before entering on my current tour of active duty.
3. The tour of active duty or ADT required the wearing of a uniform which I have in my possession.
4. During the 2 year period prior to reporting for my current tour of duty, I have not served on AD or ADT for a period more than 90 days duration.
5. Prior to this date I have neither received nor applied for the AD uniform allowance authorized under the Armed Forces Reserve Act of 1952 for the tour of AD or ADT for which this entitlement is claimed.
6. I successfully passed a complete final physical exam as indicated on the front of this form.

**EXCEPTIONS:**

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**1 January 2003**

**Cdt Cmd Cir 145-05-3**

# PMS Responsibilities

The Professor of Military Science must ensure the following is reviewed with all 2LTs prior to departure from their schools.

- PCS Orders Instructions
    - Review the PCS orders and what the 2LTs are authorized with those orders
    - TDY orders
      - TDY en route means that Lieutenants are expected to go from HOR/School Location, to LTC, to OBC, then to first duty station
      - **TDY and Return is not authorized by these orders**
  - Difference between IA vs. AD
    - IA – will begin receiving entitlements and accruing time in service from date of commissioning
    - AD – will begin receiving entitlements and accruing time in service from date accessed on active duty
  - Understand time it takes to get paid
    - To ensure timely processing of pay, all forms must be complete and accurate prior to submission of documents to HQ, US Army ROTC (2d Region)
    - Based on the Army's pay cycle it may take 15-30 days after finance in-processing before the initial payment is made
    - If you open a second or new bank account and elect to have your pay transferred to the new account by Direct Deposit, do not close your initial Direct Deposit account until a new SF 1199 Direct Deposit Form or a new FMS 2231 Fast Start Form along with a voided check has been processed by Finance and you have received a payment to your new account
  - DA FORM 31 (Request and Authority for Leave)
    - If taking Excess/Advance leave
      - Block 10a must reflect the day leave starts
      - Block 10b must show the report date to LTC or other Temporary Duty location
    - **Even if leave is not taken, a leave form must be submitted to cover travel time**
      - Block 10a must reflect date travel begins
      - Block 10b must show the report date to LTC or other Temporary Duty location
- \*NOTE:** The dates on the DA 31 must coincide with TDY/PCS orders for travel. **DFAS will not accept packets without a DA 31 signed by the PMS.** Camp personnel are not authorized to sign block 13 of DA 31.
-

# **HRA Responsibilities**

The HRA for each school plays an intricate part in ensuring that all 2LTs are paid in a timely manner. The following procedures (3 stages) are to be followed in order for IA/AD Lieutenants selected to serve as cadre at LTC have a smooth transition into the Army:

## **Stage I - Prior to Commissioning.**

- A. The HRA for each school will review and make all necessary corrections to the documents listed in the In-Processing Checklist of this Appendix prior to mailing the originals to the address below, for receipt at LTC by 1 May 2004:

HQ, Eastern Region  
ATTN: ATOB-PA (Leader's Training Course 2LT In-processing)  
Bldg 203 Old Ironsides  
Fort Knox, KY 40121-5610

- B. Upon Receipt of these documents at Second Region, the 2LT in-processing clerk will review the documents for completeness and accuracy and a suspense file for each Lieutenant will be created.

## **Stage II - Immediately after commissioning.**

- A. The HRA must fax the DA Form 71 (Oath of Office) to 502-624-4774 or DSN 464-4774, ATTN Leader's Training Course 2LT In-processing.
- B. Upon Receipt of the Oath of Office all 2LT packets will be complete and held until Lieutenant arrives and in-processes at LTC.

## **Stage III - Upon departure from the school.**

Ensure copies of all documents and forms listed in the In-Processing Checklist of this Appendix, including their medical record, commissioning physical and shot record are in the 2LT's possession prior to departure.

# **INPROCESSING PROCEDURES FOR 2LT'S**

### **Day Zero**

Upon Arrival to Fort Knox, report to New Garden Tower, Bldg **4770**, Dixie Hwy, between **0800** and **1630** to weigh in and receive your room assignment. You may report in civilian attire but if you exceed the screening weight and need to be taped, you will be required to change into PT Uniform. If you arrive after normal duty hours, still report to New Garden Tower. The desk associate will direct you to the appropriate room or hotel and provide you with information on when and where to report the following day.

Once at New Garden Tower, Bldg 4770, the following will take place:

Sign-in to LTC

**In-processing personnel must complete blocks 16a, 16b and 16c on DA Form 31 bringing 2LT from their school**

Receive room assignment

Conduct height and weight certification for LTC

Complete P & A in-processing paperwork

Upon completion of the above items, 2LTs will be released to go to the Military Police Station to obtain a temporary vehicle registration stamp on their TDY orders. 2LTs will be directed to report to Bldg **7032** at **0630** the following day (Day One) for urinalysis testing, DNA and HIV testing.

### **Day One**

Report to Bldg **7032** at **0630** for urinalysis, DNA and HIV testing. If height and weight certification was conducted on day zero, report in BDU's. If 2LT did not conduct height and weight certification on day zero, report in PT uniform to conduct height and weight certification and urinalysis, DNA and HIV testing. Upon completion of urinalysis testing 2LTs are released for personal hygiene and breakfast.

Report to Bldg **7103** at **0900**, with all copies of documents listed in the In-Processing Checklist of this Appendix to receive a finance in-processing briefing and confirm completeness of all forms necessary to submit to Finance and initiate the pay process.

Following finance in-processing all 2LTs will be released for lunch and then will report back to Bldg **7103** at **1300** for the Camp Commander/Chief of Staff briefing.

Following the Camp Commander/Chief of Staff briefing, 2LTs will be directed to Fort Knox One Stop Inprocessing to be issued a military ID card.

2LTs will report back to Bldg **7103** at **1645** to be released to their committees.

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1 January 2003

Cdt Cmd Cir 145-05-3

DATE PACKET RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

## IN-PROCESSING CHECKLIST

NAME: \_\_\_\_\_ IA AD ENTERED ACTIVE DUTY DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ CAMP ASSIGNMENT: \_\_\_\_\_

REPORT: \_\_\_\_\_ DEPART: \_\_\_\_\_ # DAYS \_\_\_\_\_

### REQUIRED FINANCE DOCUMENTS

- \_\_\_\_\_ Complete set of orders
- \_\_\_\_\_ W4 Employee Withholding Allowance
- \_\_\_\_\_ DD Form 2058 Statement of Legal Residence
- \_\_\_\_\_ DD Form 2058-1 State Tax Exemption (if applicable)
- \_\_\_\_\_ SF 1199 Direct Deposit or FMS 2231 (Fast Start) with a voided check
- \_\_\_\_\_ DA 3685 Pay Election
- \_\_\_\_\_ ATZK-CM 3564 Uniform Allowance Statement
- \_\_\_\_\_ DA 5960 (If single must put address where soldier residing in Block 10) \*copies of marriage/birth certificates
- \_\_\_\_\_ SGLV 8286 SGLI Election (if applicable)
- \_\_\_\_\_ Advance Pay Request for Accession Officers

### PRIOR SERVICE/SMP

- \_\_\_\_\_ All previous DD 214's (Certificate of Release or Discharge from AD)
- \_\_\_\_\_ DD 4/1-4/2 (All Enlistment Contracts)
- \_\_\_\_\_ SMP Contract (DA Form 4024-R or NGB Form 584-R)
- \_\_\_\_\_ NGB Form 22 or NGB Form 23 (Report of Separation)
- \_\_\_\_\_ National Guard or Reserve contract

### REQUIRED PERSONNEL DOCUMENTS

### REQUIRED MEDICAL DOCUMENTS

- \_\_\_\_\_ DA 31 (Excess/Advance Leave Prior to LTC)
- \_\_\_\_\_ Medical Record
- \*If blocks 9c and 9d are left blank **excess** leave \_\_\_\_\_ SF 88 (Commissioning Physical)
- will be charged. Packet will be rejected if DA 31 \_\_\_\_\_ Shot Record
- not signed by the PMS.
- \_\_\_\_\_ DD 1610 LTC
- \_\_\_\_\_ DD 1610 OBC
- \_\_\_\_\_ DA 71 (Oath of Office)
- \_\_\_\_\_ DA 705 (APFT Score Card)

**2LT IN-PROCESSING SCHEDULE**

| <b><u>TIME</u></b> | <b><u>ACTIVITY</u></b>                   | <b><u>LOCATION</u></b> | <b><u>UNIFORM</u></b>    |
|--------------------|--|------------------------|--------------------------|
| <b>0630-0800</b>   | <b>Urinalysis/DNA/HIV Exam Bldg 7032</b> |                        | <b>BDU/PT w/ ID Card</b> |
| <b>0800-0850</b>   | <b>Breakfast/PH</b>                      | <b>Local DFAC</b>      | <b>PT or BDU</b>         |
| <b>0900-1130</b>   | <b>Finance Briefing</b>                  | <b>Bldg 7103</b>       | <b>BDU</b>               |
| <b>1130-1250</b>   | <b>Lunch</b>                             | <b>On your own</b>     | <b>BDU</b>               |
| <b>1300-1430</b>   | <b>Personnel &amp; Camp Briefing</b>     | <b>Bldg 7103</b>       | <b>BDU</b>               |
| <b>1430-1630</b>   | <b>ID Cards</b>                          | <b>1 Stop</b>          | <b>BDU</b>               |
| <b>1645</b>        | <b>Committee Rep Link-up</b>             | <b>Bldg 7103</b>       | <b>BDU</b>               |

POC at this Headquarters' Personnel and Administration Division is CPT Bellard at (502) 624-4115, DSN 464-4115 or e-mail bellardr@knox-rotc.army.mil.

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The proponent of this circular is the Directorate of Training. Users are invited to send comments and suggested improvements to the Commander, U.S. Army Cadet Command, ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5000

**FOR THE COMMANDER:**

Paul L. English, Jr.  
Colonel, GS  
Chief of Staff

**DISTRIBUTION:**

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